

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

1800 Third Street, Suite 390
P. O. Box 952054
Sacramento, CA 94252-2054
(916) 445-6000
FAX (916) 323-6016

**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 02-21****TO: All Eligible Jurisdictions and Interested Parties****DATE: October 18, 2002**

**SUBJECT: 1) Notice of Funding Availability (NOFA) for Fiscal Year 2003/2004 CDBG General/Native American/Colonias Allocation Funding Cycle,
2) NOFA for Fiscal Year 2002/2003 Colonias Allocation Funding Cycle,
3) Notice of Application Training Workshop Dates and Locations, and**

Purpose of this memo

1. To notify all eligible jurisdictions and interested parties of the dates and locations of application training workshops. Each year at the beginning of the annual funding cycle for General, Colonias and Native American Allocation funds, the State CDBG program conducts application training workshops. These workshops provide information to interested jurisdictions about the availability of funds and how to prepare the application package. State CDBG staff will be available before and after the workshops to meet with interested parties to discuss specific funding proposals.
2. The Notice of Funding Availability (NOFA) pertaining to these workshops is being mailed with this memo.

Note: Application packages will be available on November 1, 2002 and they will also be available at all application training workshops.

Workshop contents

These workshops provide information to eligible jurisdictions and interested parties about the availability of funds and how to prepare the application package.

Who should attend?

These workshops are most important to those jurisdictions intending to submit a General, Colonias and/or Native American Allocation application in the FY 2003-04 funding round or a Colonias application for the FY 2002-2003 funding round. Jurisdictions and interested parties should plan to attend the workshop in their region. **Travel to these workshops is an allowable CDBG expense under general administration.** CDBG Field Representatives from each region will be available for consultation at the workshops.

Dates and locations: This year, CDBG staff will present seven workshops around the State. The workshops will run from 9:00 a.m. to approximately 4:00 p.m. There is no need to make reservations and there is no registration fee. See attached listing of scheduled application workshop locations.

If you have any questions please call (916) 263-0485 or contact your field representative.

SPECIAL NEEDS: The training locations are accessible to persons with physical disabilities. Persons who need auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, large print or Braille, are requested to contact the state CDBG program's Equal Opportunity Specialist, Patrick Talbott at 916-263-0482 no less than three weeks before the event so that appropriate arrangements can be made.

Individuals with hearing impairments can use the California Relay system to call Patrick Talbott by simply dialing 711. If this does not work then you can dial 1-800-735-2922 or if you are using a TTY then you can dial 1-800-735-2929 and they will assist you in contacting Mr. Talbott.

Schedule of Locations *for* CDBG Application Training Workshops

| <u>Date</u> | <u>Location</u> | |
|-------------------------------------|-------------------|--|
| Wednesday, November 6, 2002 | Arcata | Redwood Lodge Redwood Park Arcata, California |
| Friday, November 8, 2002 | Redding | Redding City Hall 777 Cypress Avenue Civic Center Community Room (adjacent to City Council Chambers) Redding, California |
| Wednesday, November 13, 2002 | Delano | Delano City Hall City Council Chambers 1015 11 th Avenue Delano, California |
| Thursday, November 14, 2002 | Atwater | City Council Chambers 750 Bellevue Road Atwater, California |
| Tuesday, November 19, 2002 | San Diego | San Diego Association Of Government 401 B Street, 8 th Floor, Main Board Room San Diego, California |
| Wednesday, December 4, 2002 | Sacramento | Health & Human Services Training Center 9323 Tech Center Dr., Ste 100 Sacramento, California |
| Friday, December 6, 2002 | Woodland | Woodland Public Library Leake Community Room 250 "1st" Street Woodland, California |

Proposed Agenda

2003 State CDBG Application Preparation Workshop

| | |
|---------------|--|
| 9:00 – 9:15 | Registration and Introductions |
| 9:15 - 9:45 | The ABC's of CDBG <ul style="list-style-type: none">• Meeting a National Objective• Eligible Activities• Limitation on awards, admin |
| 9:45-10:00 | Citizen Participation in preparing an application |
| 10:00-10:30 | Review of P/TA Application process |
| 10:30 – 10:45 | Break |
| 10:45 – 11:15 | CDBG Program Changes The Application Scoring Process <ul style="list-style-type: none">• What was funded• Common errors |
| 11:15 -11:45 | Review of Application Forms <ul style="list-style-type: none">• Housing Element• Resolution• Statement of Assurances• Maps |
| 11:45-1:00 | Lunch Break On your own |

| | |
|-----------|--|
| 1:00-2:15 | <p>Overview Community Facilities and Public Services</p> <p>Overview Housing Rehabilitation</p> <p>Overview Housing New Construction and Housing Acquisition Activities</p> <p>Overview Public Works</p> |
| 2:15-2:30 | Break |
| 2:30-4:00 | <p>Model activity descriptions forms from 2002 funding cycle</p> <ul style="list-style-type: none"> • Housing Rehabilitation • Housing New Construction • Housing Acquisition • Community Facilities/Public Services • Public Works |
| 4:00 | Questions and Answers |

CDBG Application Training Workshops

Arcata

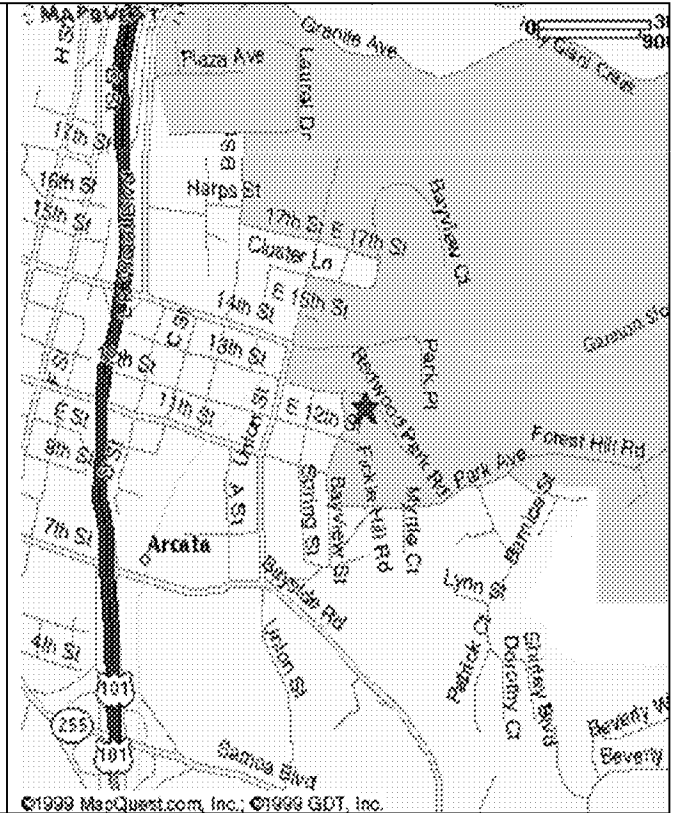
Wednesday, November 6, 2002

**Redwood Lodge
Redwood Park
Arcata, CA**

Directions: From Hwy 101 take eastbound Samoa Blvd, turn left on Union St., turn right on 11th St., turn left on Bayview Rd. and continue up to the lodge.

Free Parking near building

Facility Phone Number: (707) 825-2138



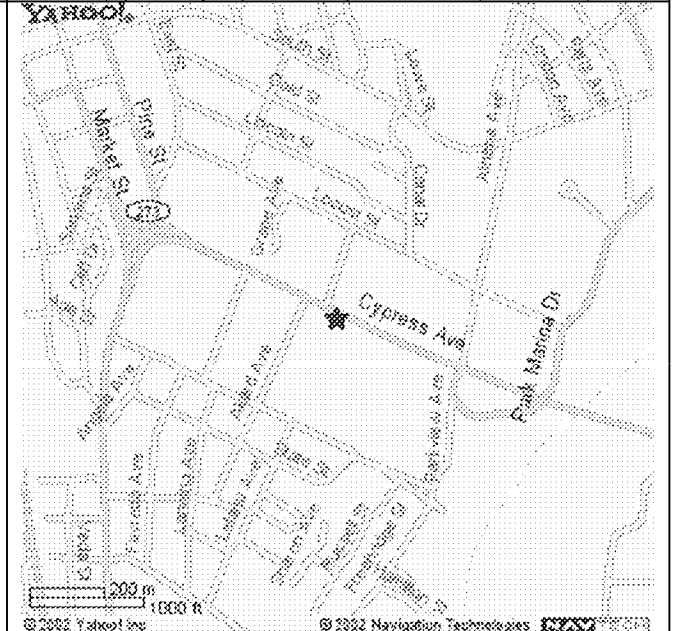
Redding

Friday, November 8, 2002

**Redding City Hall
777 Cypress Avenue
Civic Center Community Room
(adjacent to City Council Chambers)
Redding, CA**

Parking: Free Parking

Facility Phone Number: (530) 225-4447



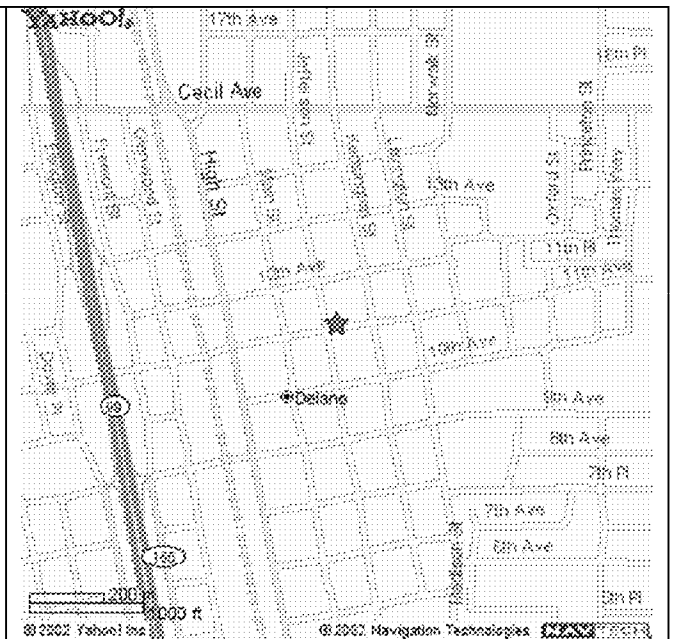
Delano

Wednesday, November 13, 2002

City Hall
1015 11th Avenue
City Council Chambers
Delano, CA

Parking: Free parking available near building.

Facility Phone Number: (661) 721-3300



Atwater

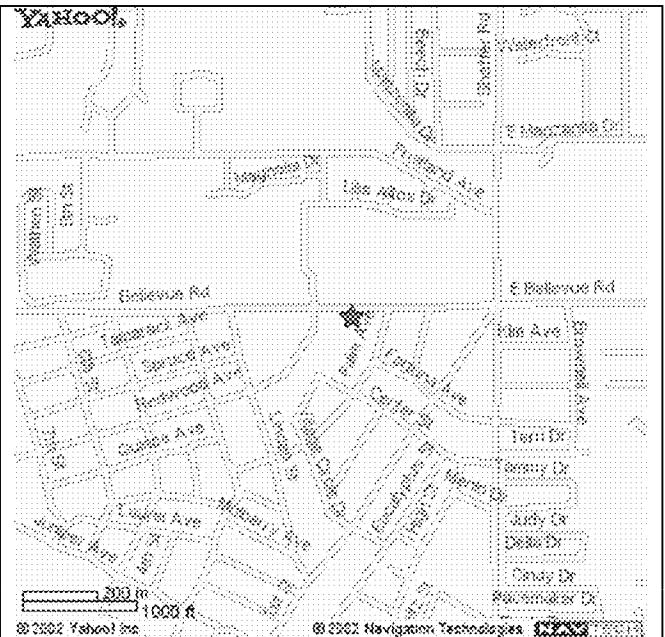
Thursday, November 14, 2002

Atwater City Council Chambers
750 Bellevue Road
Atwater, CA

Directions: Exit Hwy 99 at the Applegate/Winton Avenue exit. Turn north on Winton Avenue until Bellevue Road. Turn right and proceed to 750 Bellevue Ave.

Parking: Free parking available near building.

Facility Phone Number: (209) 357- 6300



The map displays a grid of streets in San Francisco. Major streets shown include Elm St, Cedar St, Beach St, Ash St, 1st Ave, Front St, Broadway, and Market St. A star icon marks the location of Horton Plaza at the intersection of 4th Ave and Front St. Other labeled streets include W Cedar St, W Beach St, W Ash St, W 1st St, W 2nd St, W 3rd St, W 4th St, W 5th St, W 6th St, W 7th St, W 8th St, W 9th St, W 10th St, W 11th St, W 12th St, W 13th St, W 14th St, W 15th St, W 16th St, W 17th St, W 18th St, W 19th St, W 20th St, W 21st St, W 22nd St, W 23rd St, W 24th St, W 25th St, W 26th St, W 27th St, W 28th St, W 29th St, W 30th St, W 31st St, W 32nd St, W 33rd St, W 34th St, W 35th St, W 36th St, W 37th St, W 38th St, W 39th St, W 40th St, W 41st St, W 42nd St, W 43rd St, W 44th St, W 45th St, W 46th St, W 47th St, W 48th St, W 49th St, W 50th St, W 51st St, W 52nd St, W 53rd St, W 54th St, W 55th St, W 56th St, W 57th St, W 58th St, W 59th St, W 60th St, W 61st St, W 62nd St, W 63rd St, W 64th St, W 65th St, W 66th St, W 67th St, W 68th St, W 69th St, W 70th St, W 71st St, W 72nd St, W 73rd St, W 74th St, W 75th St, W 76th St, W 77th St, W 78th St, W 79th St, W 80th St, W 81st St, W 82nd St, W 83rd St, W 84th St, W 85th St, W 86th St, W 87th St, W 88th St, W 89th St, W 90th St, W 91st St, W 92nd St, W 93rd St, W 94th St, W 95th St, W 96th St, W 97th St, W 98th St, W 99th St, W 100th St. The map also shows Balboa Park and Potrero Park. A scale bar indicates 300m and 1000ft. The map is credited to Yahoo! Inc. and Navigation Technologies.

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Woodland

Friday, December 6, 2002

**Woodland Public Library
Leake Community Room
250 1st Street
Woodland, CA**

Parking: Free parking available near building.

Facility Phone Number: (530) 661-5980

